

Montgomery City Council
AGENDA REPORT

Meeting Date: July 22, 2025	Budgeted Amount:
Department: Administration	Prepared By: Ruby Beaven

Subject

Consideration and possible action on a Resolution of the City of Montgomery, Texas, approving an amendment to the City of Montgomery Policies and Procedures Manual, Section V. Attendance, Leaves, and Absence, Reference Number 5.04, Subject: Holidays as attached as Exhibit A; and Further providing for effective date, severability, and finding and determining that the meeting at which this resolution is adopted was open to the public, that the public notice of time, place, and the subject matter of the public business to be considered was posted as required by law.

Recommendation

Staff recommend approval of the Resolution amending Section 5.04 of the Policies and Procedure Manual, as presented.

Discussion

On June 24, 2025, a Resolution was presented to Council for consideration to amend Section 5.04 of the Policies and Procedure Manual. The motion was to bring this item to the July 14 budget workshop for discussion and return the item on the regular July 22 meeting for a decision.

The City of Montgomery Policies and Procedures Manual sets forth policies and procedures for the employees of the City. It is the desire from staff to maintain the most up-to-date information in the City of Montgomery Policies and Procedures Manual. Staff is requesting to institute an update to the City of Montgomery Policies and Procedures Manual for its employees.

Currently, the city observes paid City holidays for Regular Full-Time Employees. The update to this policy by direction of the City Council is to observe New Year's Eve as a half day paid City holiday and to close the office at noon.

Approved By

City Administrator	Brent Walker	Date: July 15, 2025
--------------------	--------------	---------------------